

# REAL ESTATE AGENT WORKSHEET

<b>Your Name:</b>	
<b>Your Broker:</b>	
<b>Federal ID # (if applicable):</b>	

## INCOME

<b>Commissions:</b>		<i>Bring all the 1099-Misc you received.</i>
<b>Other Income:</b>		

## ADVERTISING

➤ Ads:	
➤ Business Cards:	
➤ Signs/Banners/Flags:	
➤ Brochures/Flyers	
➤ Website:	
<b>TOTAL:</b>	

## RENT/LEASE

➤ Machinery & Equipment:	
➤ Office/Desk:	
<b>TOTAL:</b>	

## SUPPLIES

➤ Small Tools:	
➤ Misc.:	
<b>TOTAL:</b>	

## COMMISSIONS & FEES PAID

➤ Commissions Paid:	
➤ Fees Paid:	
<b>TOTAL:</b>	

## TAXES & LICENSE

➤ Real Estate License:	
<b>TOTAL:</b>	

## CONTRACT LABOR

➤ Contract Labor Paid:	
<b>TOTAL:</b>	

## TRAVEL EXPENSE

➤ Lodging:	
➤ Meals & Tips:	
➤ Convention Fees:	
➤ Seminar Fees:	
➤ Airfare:	
➤ Auto Rental:	
➤ Taxi/Bus Fares:	
➤ Other Incidentals:	
<b>TOTAL:</b>	

## INSURANCE

➤ Business Liability:	
➤ E&O Insurance:	
<b>TOTAL:</b>	

## INTEREST

➤ Business Mortgage:	
➤ Business Credit Card:	
<b>TOTAL:</b>	

## DEDUCTIBLE MEALS

➤ Sales Lunches/Dinner:	
➤ Refreshments:	
<b>TOTAL:</b>	

## LEGAL & PROFESSIONAL

➤ Attorney Fees:	
➤ Accounting Fees:	
➤ Clerical Services:	
<b>TOTAL:</b>	

## UTILITIES & TELEPHONE

➤ Cell Phone:	
➤ Fax Line:	
➤ Internet Service:	
➤ Electricity:	
➤ Gas:	
➤ Water:	
➤ Trash:	
<b>TOTAL:</b>	

## OFFICE EXPENSES

➤ Postage:	
➤ Stationary:	
➤ Office Supplies:	
➤ Cleaning Supplies:	
<b>TOTAL:</b>	

<b>TOTAL:</b>	
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## OTHER EXPENSES

➤ Appraisal Fees:		➤ Laundry & Cleaning:	
➤ Bank Fees:		➤ Lockboxes:	
➤ Board Dues:		➤ MLS Services:	
➤ Broker Dues:		➤ Open Houses:	
➤ Courier/Deliver Service:		➤ Printing and Copying:	
➤ Closing Gifts/Flowers:		➤ Referral Fees:	
➤ Dues & Publications:		➤ Shipping:	
➤ Education/CE Classes:			

## EQUIPMENT PURCHASED

*Camera, computer, lap top, tablets, furniture, software, GPS, etc.*

Item Purchased	Date Purchased	Cost (including tax)	Item Traded	Cash Paid	Traded with Related Property	Other Information

## CAR & TRUCK EXPENSES

	VEHICLE 1	VEHICLE 2
Year & Make of Vehicle		
Date Placed in Service		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)		
Total Miles Driven ( <i>End Odo – Begin Odo</i> )		
Total Business Miles		
Total Commuting Miles		
Parking Fees & Tolls		
Interest Paid		
<b>Continue Only if you intent to take actual expenses v. mileage</b>		
Gas		
Repairs & Maintenance (oil, lube, tires, batteries, etc.)		
Insurance		
Lease Cost		